

## Worksheet: Assessing Your Readiness to Lead Change

The nine behaviors listed below encompass many of the important leadership behaviors that will help you meet the challenges facing you in implementing change.

**Review each behavior and think about the changes you have implemented or will be responsible for implementing. Assess yourself in terms of what behaviors you presently exhibit and what behaviors you need to exhibit more often to meet these challenges. You may want to verify your perspective with others.**

Change Leadership Behaviors	Presently Exhibit	Need To Exhibit More Often
1. I role-model the flexibility, action orientation, and personal commitment needed to respond and adapt successfully to change.		
2. I spend time orienting myself to the external and internal threats and opportunities facing my organization so that when change is needed, I can map it into this larger context.		
3. When change is called for, I articulate a sense of urgency and vision for a new and different future that responds to the drivers of change and makes the organization more efficient and more able to meet its mission.		
4. I influence others and effectively build coalitions in order to win needed buy-in, commitment, and resources for change planning and implementation.		
5. I take time to plan for the aspects of change over which I have control and try to ensure that all people involved in the change take part in its planning and implementation.		
6. When I plan for change, I use an organizational perspective so that systems impacts can be accounted for.		
7. I try to anticipate and plan for others' reactions to change and mitigate the negative reactions by providing the information and support needed to help people through their transitions.		
8. I model effective problemsolving, decisionmaking, and project management skills throughout the change planning and implementation process.		
9. I invest in building and maintaining trusting relationships with my employees so that they will follow my leadership during change.		